

**SECTION ONE - GENERAL EMERGENCY PLANNING**

- I. **Purpose.** This emergency manual sets forth the model procedures and responsibilities for responding to certain emergencies. While not every conceivable emergency can be planned for, it is feasible to identify major possibilities and to consider the best general approach to dealing with them.
- II. **Scope.** This plan concerns itself with this courthouse and its occupants. This plan necessarily draws on various external emergency response agencies not under court control. These agencies should be provided with this plan and invited to participate in its training and evaluation. The court should take a proactive posture to be involved in all local emergency planning with the county emergency coordinator and/or the Michigan State Police Emergency Coordinator. The court should also involve Public Health officials and consult with the local FBI Weapons of Mass Destruction Coordinator.
- III. **Concept of Operations.** The concept of this plan is to provide an outline for dealing with specific emergencies. Further, each plan should provide progressively broader and more intensive responses as the magnitude of the specific emergency increases. Additionally, plans should provide for command and control passing to a non-court agency, when need be, with return of control to the chief judge and/or court administrator as soon as possible. An integral part of all emergency plans is the identification of alternative court locations in the event the court building is unusable.
- IV. **Definitions**
  - A. **Emergency.** An unforeseen, sudden event that calls for immediate, extraordinary action to protect human safety, protect the court and/or public property. Examples are:  
  
Fire, Bomb Threat, Hostage Situation, Flood, Civil Riot/Disturbance, Shooting/Sniper Situation, Tornado, Chemical/Biological Radiological Incident, Armed Robbery, Medical Emergency, Courtroom/Building Seizure, etc.
  - B. **Emergency Response Team.** Team of staff that includes decision makers, and staff from each floor, area, and/or division who assist in an emergency. Their main functions include establishing and maintaining communications with the command center, and assisting in building evacuation.
  - C. **Command Center.** A place designated to be staffed in an emergency or evacuation. Should have adequate means of primary and secondary communication methods to communicate with responding emergency agencies, emergency response team members, and other staff.

**V. Command, Control, and Communications**

- A. **For all emergencies** the court's emergency response team will have on-scene command until the arrival the Incident Commander from an emergency response agency. At that time, the emergency response team's leader will report to the on-scene Incident Commander at the designated Emergency Command Post and brief him/her on the situation. The court emergency command leader will then coordinate a secure location for the court's emergency control center as close as possible to the Emergency Command Post, and convene the court's command and control team in that location. If the courthouse is not available, the emergency response team will set up another pre-determined. One member of the emergency response team will be left to work with the Incident Commander and report regularly to the command and control center.
- B. On-scene command by professionals begins with their arrival and ends when the Incident Commander states that the situation is stabilized. declares the area safe, and returns control to the chief judge or the court administrator.

**VI. A. Plan Exercise**

- B. **Desk Exercises.** A desk exercise will be conducted at the discretion of the chief judge or court administrator and will consist of the assembly of key court personnel and a walk-through of this plan, simulating some emergency chosen at random. The personal copies of emergency plans will be reviewed to insure they are all current.

**VII. Training.** All court staff training required or implied by this plan is the responsibility of the court and will be detailed in the court's training plan. The leader of the court's emergency response team shall determine team member's current knowledge and applicable certifications, conduct team meetings and refresher sessions, and coordinate formal training.

**VIII. Emergency Response Team Member I.D.** Conspicuous badges will worn by all emergency response team members during emergencies and exercises.

**IX. Evacuation.** When any emergency evacuation is needed, the same evacuation plan should be utilized. All evacuation plans should include:

- Notification and alternate notification process,
- Emergency response team coordination of evacuation,
- Planned search areas to verify complete evacuation,
- A designated meeting area for each division and verification by division heads or supervisors that all staff members are accounted for.

- X. **Accommodation of Physically Disabled.** When an emergency evacuation is necessary, disabled individuals may need special assistance. Above all else, involve the individual. They are the experts on their own disabilities and how best to move them out of a building in an emergency. Make sure he/she understands what is happening and what procedure must be followed. Many disabled people are vulnerable to respiratory complications – remove them from smoke or fumes immediately.
- A. **Mobility Impairments:** Persons having mobility impairments may or may not use wheelchairs. On floors above or below ground level, escort the person with a mobility impairment to a **predetermined “area of refuge”** in a smoke proof stairwell since elevators become inoperative when the fire alarm sounds. Immediately notify emergency personnel about the location and condition of the person with the mobility impairment so that emergency personnel can safely transport the individual to ground level.
- B. **Visual Impairments:** Although most blind or visually impaired persons will be familiar with their immediate work area, it is necessary to:
- Explain the nature of the emergency.
  - Offer to guide her/him. As you walk, explain your destination, where you are, any obstacles, which way you are going to turn, the number of steps, etc.
  - Upon reaching safety, orient the individual to her/his surroundings. Ask if further assistance is needed. Stay with her/him.
- C. **Hearing/Speech Impairments:** Communication varies with persons who are deaf, hard of hearing, or speech impaired. They may not hear audible alarms. It is important that everyone understand what is happening, how and where to proceed. To gain attention, turn light switches on and off, tap her/his shoulder, wave your hands, etc. Indicate through gestures, or in writing (short, concise words), what is happening and what to do.  
**Example: FIRE – out rear door to the right and down. Leave NOW!**
- XI. All courts should have arrangements for counseling services pre-established for situations where there is serious injury or death.

**ABOVE ALL, REMEMBER THAT PEOPLE WITH SIMILAR DISABILITIES ARE STILL UNIQUE. THROUGH BRIEF COMMUNICATION AND ASKING QUESTIONS, EVACUATION CAN BE QUICK AND SAFE.**